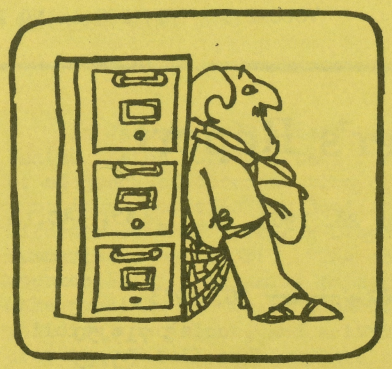

mid-atlantic archivist

VOLUME 12, NUMBERS 1 AND 2 WINTER-SPRING 1983

RON BECKER NAMED maa EDITOR

Ron Becker, who needs no introduction to fellow MARAC members, has agreed to assume editorship of the mid-atlantic archivist. Becker's selection culminates a nearly year long effort by a search committee consisting of present editors Don Harrison and Bruce Ambacher, MARAC Chair Arthur Breton and At-Large Representative and acting editor of Prologue Tim Walch.

Ron has served MARAC well in the past as chairperson of the Steering Committee, local arrangements chair and program participant.

Leslie Hansen Kopp of the Conservation Consortium in New York City will serve as associate editor.

While the new and improved format and focus for maa has not been finalized, Ron and Leslie have indicated they will continue to highlight those features which the membership has shown greatest interest in, including "Preservation Views" by Susan Swartzberg and Ellen McCrady, "Dear Archivist" by Greg Hunter, "Reference Bookshelf" by Mary Boccaccio and the heavy doses of information and news of concern to professionals within MARAC. Of course, the official activities of MARAC, as reflected in the minutes, treasurer's report, resolutions, biannual meetings, and correspondence of the Steering Committee will continue to be featured. Sara Stone also has agreed to continue to provide an annual index for maa.

We look forward to the next issue of maa with anticipation and excitement -- and with mixed feelings. We wish Ron and Leslie great success as they undertake this tremendous, rewarding, and often frustrating responsibility.

Don Harrison Bruce Ambacher

TOWARD NEW BRUNSWICK

MARAC's Spring 1983 meeting coordinators, Ruth Simmons and Ron Becker, predicted a record turnout for the meeting to be held at the newly finished New Brunswick Hyatt Regency. Registrants will have a chance to participate in running tours of Rutgers University and its environs, walk through the New Jersey Records Center, browse in the Rutgers University Library annex, and visit the Thomas A. Edison Papers editorial project and computer operations.

Program Chair Ruth Simmons announced that the central theme of the conference, "concerns ways in which understanding the needs of those who use archives should affect how we administer archives." In fact, a majority of the sessions will support the theme, "Archives and Users: Toward the Year 2000."

A plenary session, "The User Community and Its Impact on Archival Administration," will feature Hendrick Edelman, head of the Rutgers University Libraries, Trudy Peterson of the National Archives, and Marcia G. Synnott, a user of archives who teaches at the University of North Carolina. This will be followed by associated sessions focusing on archival functions -- "Appraisal: The Role of Creators," "User Demography: What's the Use?" "Description for the User: The Scope and Content of the Problem," and "Barriers to Access: Conscious, Unconscious and Concientious."

As usual, MARAC will offer new archivists basic sessions in appraisal and accessioning, arrangement and description, reference and conservation. But not as well known, MARAC is also offering more sessions this year in automation and automated records. This will include appraisal of machine-readable records (a staple), a debate between David Bearman and Nancy Sahli on National Information Systems, designing data bases featuring FRank Burke, Lofton Abrams, Janice Painter, Steve Hensen, and John Knowlton, and a finding aids fair, displaying computer-generated finding aids.

Local Arrangements Chair Ron Becker stressed that New Brunswick is easily accessible by AMTRAK and New Jersey Transit and that the train station is located three blocks from the Hyatt. Newark International Airport serves New Brunswick with frequent ground transportation. And of course, Interstate 95 is available for those who will be driving.

The New Brunswick Hyatt Regency is a magnificent new six story hotel with 300 rooms, indoor pool, jacuzzi, sauna, game room, and rooftop tennis. Special MARAC convention rates of $30 single and $36 double will be in effect May 19-22.

The mid-atlantic archivist (maa) is the quarterly newsletter of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia; and the District of Columbia. MARAC seeks to promote the professional welfare of its members; to affect cooperation amongst individuals concerned with the documentation of the human experience; to enhance the exchange of information between colleagues working in the immediate regional area; to improve the professional competence of archivists, curators, of textual, audiovisual, and related special research collections, and records managers; and to encourage professional involvement of persons actively engaged in the preservation and use of all types of historical research materials. Individual yearly membership dues are $5.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase yearly subscriptions to maa for $5.00. Requests for back copies of maa ($1.25 each copy) and membership applications should be addressed to: Laura Grotzinger, MARAC Secretary, 55 Sharon Road, D-23, Robbinsville, New Jersey 08691

Items submitted for maa publication should be single-spaced, no paragraph indentation, in columns 4 and 1/2 inches wide, and double-spaced between paragraphs. Material should be typed preferably on an electric typewriter using a letter gothic font. Where this is impractical, improvise using pica font and a new ribbon. Send material to: Dr. Donald F. Harrison, Editor, the mid-atlantic archivist, National Archives (NNP) Washington, DC 20408. Phone: 202-724-1080

Editorial Staff

Editor	Don Harrison
Associate Editor	Bruce Ambacher
Circulation Editor	Carla Laur (Action Mail)
Staff Editors	Mary Boccaccio
	Mary Wolfskill
Contributing Editor	Vicki Walch

NEW MEETINGS

Spring 1983 (May 20-21)	New Brunswick
Fall 1983 (Nov. 4-5)	Harpers Ferry
Spring 1984	Rochester, N.Y.
Fall 1984	D.C. with SAA (tentative)
Spring 1985	Richmond, Va.

Next **maa** deadline

JUNE 1, 1983

Treasurer's Report

CASH ON HAND, October 28, 1982 $5,440.18

Income, October 28, 1982-January 20, 1983

Membership dues	$ 719.50
Bank interest	83.13
Fall 1982 conference	2,406.27
Abolition Society of Pa.	500.00
T-shirt sales	6.00
Publication sales	9.00
Total	$3,723.90

Expenses, October 28, 1982-January 20, 1983

Fall 1982 conference	$ 16.90
Newsletter mailing, Vol. 11 #4	191.28
Newsletter supplies	12.15
Guidelines Task Force	32.20
USPS Mailing permit	40.00
Abolition Society scholarship	500.00
Printing	18.95
Total	$ 811.48

BALANCE ON HAND, January 20, 1983 $8,352.60

Respectfully submitted,

Robert Sink
Treasurer

CUSTER COMMITTEE SEEKS NOMINATIONS

Shonnie Finnegan, Chairperson of MARAC's Arline Custer Memorial Award Committee, has requested nominations for the 1983 award. Eligible recipients must be a MARAC member and must have published an article, monograph or book on an archival subject during calendar year 1982. Finding aids are ineligible. The final date for submissions is February 28, 1983.

MARAC established the award in honor of Arline Custer in 1976. The award carries a $100 prize. Leonard Rapport was the 1982 recipient. Nominations and requests for further information should be directed to:

Shonnie Finnegan
420 Capen Hall
SUNY Buffalo
Buffalo, New York 14260

Minutes

MARAC STEERING COMMITTEE MEETING

Philadelphia, Pa.

October 28, 1982

Arthur Breton called the meeting to order at 6:02 p.m. Those present included: Arthur Breton, Laura Grotzinger, Susan Davis, Bob Sink, Brother Denis Sennett S.A., Fred Miller, Lucious Edwards, Jr., Anne Effland, Lisa Hottin, Bruce Ambacher, Don Harrison, Ruth Simmons, Annamarie Sandecki, Cynthia Swank, Jackie Goggin, Barbara Benson and Sara Stone.

Correction to the previous meeting's minutes, the addition of Brother Denis Sennett's name to the list of those attending. Minutes were approved with correction.

Secretary's Report. Membership as of October 28, 1982 was 631. Breakdown by state caucus as follows: DE - 14, D.C. - 155, MD. - 46, N.J. - 45, N.Y. - 161, PA. - 111, VA. - 49, and W. VA. - 13.

Treasurer's Report. In addition to his regular report, Bob Sink distributed a preliminary report on the proposed dues increase. The projections, based on figures for FY82, estimated an annual growth of income of approximately $100 between 1984 and 1986. Expenses would increase at a rate four times that. Although 1984 would show a surplus, by FY86 the organization would be operating in the red. Bob recommended the committee consider a $2.00 dues increase, pointing out that MARAC's current dues level is below the average for other regional archival organizations.

Spring '83 Meeting. Program Chairman Ruth Simmons reported the program of New Brunswick would emphasize the user and archives. Both program and local arrangements committees reported favorable progress.

Fall '83 Meeting. The meeting will be held in Harpers Ferry, W. Va. Dates have not been finalized. Arthur will appoint program and local arrangements chairmen as soon as possible.

Locations were recommended for the following meetings: Spring '84 - Rochester, N.Y.; Fall '84 - Washington, D.C., possibly in conjunction with Society of American Archivists; and Spring '85 - Richmond, Va.

Nominating Committee. Two members of the committee have to be off-going steering committee members, Susan Davis and Lisa Hottin volunteered.

Finding Aids Award Committee. The committee chaired by Elsie Freeman met on September 15, 1982 to discuss criteria for a good finding aid. The committee's purpose is to encourage the creation and distribution of better finding aids. Additional input for criteria will be solicited at the Spring 1983 meeting.

New England Archivists Publication Proposal. Tim Walch and Richard Cox met with representatives of the New England Archivists to discuss a joint publication proposal. The product would be a volume commemorating the tenth anniversary of both MARAC and NEA. Both organizations would submit articles for inclusion. Publication would be delayed a year at least. The positive points would be that the volume would be available to a larger audience and the joint ventures would promote active interaction between the groups. A motion was made and passed that the committee pursue the joint publication pending the approval of a final budget and report by both organizations.

Abolition Society Fellowship Committee. The committee, headed by Lucious Edwards, reviewed 15 applications (10 written, 5 by phone) for the $500 award. The award was given to Robert L. Watts of Howard University. The committee will remain a standing committee, with the possible addition of one to two members. The members were commended for a job well-done.

Newsletter. Don Harrison reported on search for a new editor and staff. Advertisements in the last newsletters have resulted in the receipt of several applications. The final decision will be made by an ad hoc committee, including: Don Harrison, Bruce Ambacher, Tim Walch and Arthur Breton.

Professional Standards Committee. Cynthia Swank submitted copies of the revised text and the bibliography. Discussion followed concerning the printing and distribution of guidelines. It was generally recommended that the report be offset printed with a good cover and copies be sent to MARAC members. Each new member would also receive a copy. Additional copies would be sold at a nominal charge of $2.00 and that the guidelines would be advertised in other organizational newsletters. A tentative budget will be set up to print 1,000 copies and action will be taken to copyright the publication. Cynthia will send Bob printing estimates.

Cynthia and the other Task Force members received a resounding round of applause for a job well done.

Membership Survey. Annamarie Sandecki presented the revised questionnaire which was approved by the committee. She offered two options: to mail it immediately and she will tabulate the information, or mail with

continued on p. 4

the January newsletter and someone else might have to tabulate the results. The committee determined to mail the questionnaire as soon as possible. Annamarie was commended for her work in preparing the questionnaire.

New Business:

Mary Boccaccio resigned as Maryland state representative due to her relocation to New York. The MARAC archives, however, will remain at the University of Maryland.

Gregory Hunter, New York caucus, recommended that other caucuses become involved with the production of technical leaflets that would be part of the regular newsletter for the benefit of beginners in the field.

The meeting was adjourned at 8:44 p.m.

Respectfully submitted,

Laura Grotzinger

Laura Grotzinger
Secretary

MARAC BUSINESS MEETING

Philadelphia, Pa.

October 30, 1982

President Arthur Breton called the meeting to order at 1:00 p.m. Laura Grotzinger reported membership to be 631.

Treasurer's Report. Bob Sink reported current status of Treasury.

Arthur announced the locations for the following upcoming meetings: Spring 1983, New Brunswick, N.J.; Fall 1983, Harpers Ferry, W. Va.; Spring 1984, Rochester, N.Y.; Fall 1984, Washington, D.C.; and Spring 1985, Richmond, Va.

A nominating committee was named to find candidates for president and members-at-large for steering committee. Members include: Susan Davis, Lisa Hottin, Sara Stone, Jodi Koste and Ron Becker.

Don Harrison reported that the Search Committee appointed by the Steering Committee was still soliciting nominations and applications for newsletter editor.

Abolition Society Scholarship. The committee chaired by Lucious Edwards reviewed ten letters submitted for the receipt of a $500 scholarship for the Modern Archives Institute sponsored by the National Archives. The winner was Robert L. Watts, an archives technician from Howard University. The committee, including Lucious, Erwin Jordan, Wilda Logan and Peter Parker, was thanked and commended for their time and effort.

Jackie Goggin announced that she had SAA program recommendation forms, but that people had to return their recommendations to her before leaving the conference as the deadline was November 1, 1982.

Arthur announced that the University of Pennsylvania, Center for the History of Chemistry had a job opening for an archivist.

Adele Lerner proposed a resolution of thanks and appreciation for the Program and Local Arrangements Committees. It was seconded by Bob Sink and passed.

> Be it resolved that the members of the Local Arrangements Committee chaired by Bob Plowman and the members of the Program Committee chaired by Mary Elizabeth Ruwell of this MARAC meeting be thanked. This is MARAC's third meeting in Philadelphia, but our first shared with such eminent artists as Gilbert Stuart and Rembrandt Peale, our first held in the Mayor's Reception Room, and our first taste of pretzels and mustard. In spite of W.C. Field's preferences, it's been very nice to spend a week in Philadelphia, these past two days.

Martha Slotten raised a question on the finding aids committee. Their initial recommendations will be printed in the newsletter.

The meeting was adjourned at 1:10 p.m.

Respectfully submitted,

Laura Grotzinger

Laura Grotzinger
Secretary

Financial Report
Spring Conference 1982
October 1, 1982

Income

Advance from Treasurer			$200.00
Registration fee	199 @ $10.00	$1990.00	
Lunch	157 @ $7.50	1177.50	
Breakfast	146 @ $3.50	511.00	
Exhibitor's fee	1 @ $60.00	60.00	
		3738.50	3738.50
Membership for Michael J. Sullivan			5.00
			3943.50

Expenditures

Program			
Printing	360.00		
Speaker's transportation	107.50		
Xeroxing	50.00		
Clerical services	18.00		
	535.50		(535.50)
Registration			
Printing	176.33		
Postage	250.00		
Name tags	5.25		
	431.58		(431.58)
Meals and special events			
Coffee and danish		389.76	
Lunch		985.60	
Breakfast		435.44	
Hospitality package		157.50	
Birthday celebration		340.97	
		2309.27	(2309.27)
Total			(3276.35)
Balance (check enclosed)			667.15
Advance and membership fee			(205.00)
Profit			462.15

Patricia M. Vanorny, co-chairperson
Local Arrangements Committee

Disposition of Federal Court Records

After two years of discussion between the Judicial Conference of the United States, the Administrative Office of the U.S. Courts (AOUSC), and NARS, the Judicial Conference has concurred in the proposed revisions to the records disposition schedules for the U.S. Courts. Following approval by the Archivist of the United States, these revisions will provide for the retention of all appellate court case files and selected case files of the district and bankruptcy courts. The selection criteria for district and bankruptcy court case files, which were established following consultation with the American Historical Association, the American Society for Legal History, and other scholarly groups as well as extensive analysis of the court records and records systems by NARS and AOUSC staffs, will result in the preservation of a large variety of case files both individually rich in research potential and collectively useful for statistical studies.

MARAC FINDING AIDS AWARD COMMITTEE

The committee met September 15, 1982. They decided the first award will be made at the Fall 1983 meeting. The criteria for the award will be presented at a session at the Spring 1983 meeting. The draft criteria, discussed with members at the Fall 1982 meeting, include:

a) Encouraging the creation of finding aids which will reduce researcher dependence on archivists.
b) Encouraging institutions to distribute finding aids widely.
c) Encouraging innovation which produces better finding aids
d) Encouraging excellence in finding aids

The committee considers the following to be attributes of a good finding aid:

1) Subject access to the collection
2) Design or content innovation when appropriate
3) Universal usefulness through broader, interdisciplinary use of records
4) Understandability and accessibility to the records
5) Relevance, appropriateness and adequacy in relation to the records
6) Significant contribution to the reference aids of the institution
7) Useable basic information about the collection
8) Readability in both a cosmetic and a functional sense

The committee can provide more detailed information regarding the criteria, the attributes, and the award.

VIRGINIA STATE CAUCUS

Lucious Edwards, Virginia State Representative to the MARAC Steering Committee, recently announced the formation of a quarterly newsletter created by the Virginia Caucus to provide a forum for Virginia archivists, records managers, manuscript curators, rare book librians, historians and others.

An outgrowth of discussions from the Ocean City and Philadelphia meetings of MARAC, the Virginia Caucus held an organizational meeting on April 29, 1983, at the Archives of the Virginia State University in Petersburg. Several members of the Caucus had voiced concern over the lack of communication between colleagues within the state.

Jodi Koste of Virginia Commonwealth University hosted the event which included lunch in historic Petersburg and a tour of the collections in the Virginia State University.

ACTIONS BY THE CHAIR

Chairperson Arthur Breton has been busy since the Fall meeting in Philadelphia:

* appointed Karen Stuart, Maryland Historical Society, to fill the remainder of Mary Boccaccio's term as Maryland State Representative on the Steering Committee.

* appointed Elsalyn Drucker to represent MARAC at meetings of the Interagency Council on Library Resources for Nursing.

* appointed Don Harrison to serve as MARAC representative to the SAA Regional Archival Activities Committee.

* wrote a strong letter expressing "grave concern" to the Office of the Governor of New Jersey regarding developments in the state archives program.

* Wrote a letter of concern to the Public Broadcasting Service over that program's demise. (Both letters are reproduced in this issue.)

Mr. Lewis B. Thurston
Chief of Staff
Office of the Governor
New Jersey State House
Trenton, NJ 08625

Dear Mr. Thurston,

On behalf of the Mid-Atlantic Regional Archives Conference, an association of over six hundred archivists and records managers, I am writing to express our grave concern regarding the recent reorganization of the New Jersey State Library. Of particular importance to us is the separation of the state's archival program from its records management activities.

Accepted archival practice dictates that a close working relationship between archival and management programs is vital to the orderly and systematic preservation of records which have lasting value. As you know it was the lack of such a program that cost New Jersey so many of its early records during the last century. You wisely corrected the situation by placing the archives and records management program in the same department under the same supervisor, developing as we understand a very creditable program.

It is difficult for us to understand why such an admirable program has been changed in this way and our members will be very interested in the state's explanation. We look forward to hearing from you.

Yours truly,

Arthur J. Breton,
President

Mr. Lawrence K. Grossman, President
Public Broadcasting Service
475 L'Enfant Plaza West, S.W.
Washington, DC 20024

Dear Mr. Grossman,

The steering committee of this regional organization of professional archivists has asked me to write to you to express our concern at the news that the Public Broadcasting Service has decided to discontinue operation of its archives program.

Those of us who have been active in this profession over the years have learned from personal experience what tends to happen to records when an organization has no official program for their preservation, and when the organization fails to give their care into the hands of a trained and responsible individual.

Many museums have recently become aware of the consequences of this kind of neglect and, despite the financial difficulties experienced by them in these difficult times, are even now attempting to make up for past mistakes by initiating modern archival programs (The Corcoran Gallery, Albright-Knox Museum, Pennsylvania Academy of Fine Arts, Cincinnati Art Museum are examples). So it concerns us very much to see a cultural organization such as yours, which has already established a commendable program, taking a step backward, which shutting down most certainly is.

We all know that in the heyday of its youth American motion picture studios gave little concern to the future of the films they made and had no particular programs for their preservation. And we also know that as a consequence thousands of those films will never be seen again.

We hate to think that this is going to happen all over again in the television industry and urge you to reconsider your decision. We hope that those who come after us will have the chance to enjoy the public television we have all come to love.

Yours truly,

Arthur J. Breton, Chairman

cc: Ms. Sharon Percy Rockefeller
Mr. Edward Pfister
Mr. Bruce L. Christensen
Mr. Frank Hodsell
Hon. Sidney Yates

"ALTERNATE THEORIES OF ARRANGEMENT AND DESCRIPTION"

by Gregory S. Hunter

Archivists have been bound for too long to antiquated theories of arrangement and description first promulgated by French archivists in the late eighteenth century. I believe it is high time that archivists explored the insights other disciplines have to offer, and present the following as a first step in this important effort.

Theology offers several possibilities. One is the "Theory of Divine Provenance." Since, ultimately, all things come from God, archivists could organize their collections under just one record group labelled "God." A second is the "Creationist Theory of Arrangement and Description," under which archivists would divide collections into seven record groups. If, for example, the item dealt with the sky, it would be in record group 2. Similarly, items dealing with plants, birds, and human beings would be in record groups 3, 5, and 6 respectively. Naturally, record group 7 would be left empty. When using the Creationist Theory of Arrangement and Description, however, archivists must be careful to follow a strict interpretation of the record groups.

Psychology is also rich with options. For example, curators could arrange manuscript collections using the "Freudian Theory." There would be three record groups, with manuscripts divided according to whether the id, ego, or superego was most apparent. Speaking of a parent, some curators will probably want to create a fourth record group for manifestations of the Oedipal Complex.

And let us not forget Mathematics. Under the "Exponential Theory of Arrangement," record groups would not be numbered "1", "2", and "3", but rather "10^1", "10^2", and "10^3". Empty folders would now become "null sets," and Probability Theory would help reassure archivists that there never was much chance of finding that missing document anyway.

Finally, there is Philosophy. Unfortunately, opinion still is divided over whether or not there can be arrangement of existential material realities in our metaphysical universe. Better luck next century!

CONGRESS OF BRAZILIAN ARCHIVISTS

by
MARY BOCCACCIO

The 5th Congress of Brazilian Archivists met in Rio de Janeiro October 17-22, 1982. The Congress was sponsored by the Brazilian Archivists Association and meets every three years. The AAB is a comparatively new organization, begun in 1972 and has approximately 1,000 members. Archival education is also relatively new in that country. Three universities offer a degree in archives administration sharing some courses with the library school but maintaining a separate degree status. It is a four year program bringing in students from multiple disciplines. The first class at the Universitad Federal Fluminense will graduate this year.

Archives in Brazil are federal and state activities with one, the municipal archives for the city of Rio de Janeiro being a model program for Municipal Archives for archivists in many countries in terms of organization and function and its housing in a well designed building built to archival specifications. There are several foundations which house library and archival collections related to specific individuals but there are no University Archives, Manuscript Collections or business archives. What collections exist are historical in orientation and records management as a concept is just beginning to be understood.

I was invited to speak in a section on general topics by Lia Malcher, President of the AAB and Director of the Municipal Archives of the City of Rio de Janeiro. My topic was "Trends in College and University Archives in the United States." Most of the people attending the meeting were surprised at the scale of development of University Archives in this country and were also interested to learn that many University Archives also have manuscript collections. The topic was a timely one for them and coincided with the U.F.F.'s interest in and preparation towards starting a University Archives, so I was asked to give my talk again at U.F.F. for interested faculty and staff.

The Congress was very well organized with plenary sessions several mornings on topics of major interest and afternoons devoted to more specialized interest. The Congress was planned so that numerous sessions were not offered at the same time enabling people to attend more of the sessions they were interested in. One afternoon I was able to have a translator and attended a special session of professors of archives administration to discuss the various aspects of their courses and programs. It was interesting to hear and understand again that we all have the same kinds of problems. They discussed things like courses for technical people they need very much, the possibility of cutting some courses and in proving others. It was interesting for me in translation because once I could get a word or phrase in translation I could follow the conversation.

Another particularly interesting day was October 20 which in Brazil is National Archives Day, a holiday. After the afternoon meeting I was invited to attend a special session of the Camera where several speeches were given and a specially minted medal was presented to the President of the A.A.B. by the Head of the Chamber. It was encouraging to realize that there is at least a formalized understanding of the need for archives programs there.

Many of the people at the meeting spoke French and English so I spent a lot of time between meetings asking questions, taking notes, answering questions and looking up words in my dictionary, trying to expand my basic tourist Portugese. The people I met were magnificent, kind and thoughtful and I enjoyed the meeting immensely.

Preservation Views by Susan Schwartzberg

PRESERVATION NEWS

Editors
Ellen McCrady, Columbia School of Library Service
Susan G. Swartzburg

CONFERENCES

Two sessions were devoted to conservation at the American Association of Museums (AAM) Annual Conference, held in Philadelphia last June. "The Ethics of Conservation" featured Sheldon Keck, Professor of Art at the Cooperstown graduate program in conservation, SUNY, outlined the responsibilities of the conservator: examination, preservation, and restoration. It is only the third category that requires the physical treatment of an individual object. Keck and Arthur Wheeler of the National Gallery of Art, emphasized the importance of the curator and conservator working together and the responsibility that the curator has to ask the right questions of the conservator. The third panelist, Robert A. Yasslin, Director of the Indianapolis Museum of Art, stressed that conservation is everybody's business, from the Chairman of the Board of Trustees of an institution down to the custodians.

Of particular interest at the Annual Conference of the American Library Association, which was held in Philadelphia in July, was the report by Peter Sparks, National Preservation Program Director and Chief, Preservation Office, Library of Congress, on the mass deacidification testing program, currently underway. The first run was completed in July. The testing program was featured in the "Briefing" section of the political page of The New York Times, Friday, Oct. 29 ...a good way to keep our legislators aware of our needs, which they fund. Sparks also discussed some of the preservation opportunities presented by the optical digital disc technology.

A program of interest was "The Physical Quality of Books Libraries Buy," which is summarized by Brent L. Kendrick in the September 3 issue of the LC Information Bulletin. The program was jointly sponsored by the ALA's Resources and Technical Services Division and the Association of American Publishers, and is available on tape cassettes from the American Library Association, 50 East Huron Street, Chicago, IL 60611. Those who are interested in the subject of the longevity of books and paper should also refer to the Interim Report on Book Paper, issued by the Committee on Production Guidelines for Book Longevity in 1981 under the auspices of the Council on Library Resources, Washington, D.C. Members of the council include representatives from the publishing, manufacturing, library and archival communities. The report, ED 214525, is now available through the ERIC Document Reproduction Service, P.O. Box 190, Arlington, VA 22210.

Conservators met in May and again in September. The Tenth Annual Meeting of the American Institute for Conservation (AIC) was held in Milwaukee May 26-30 and contained a wealth of information for those concerned with book and paper conservation. Papers of special interest were "Education in Library and Archives Conservation," by Paul N. Banks, Director of the Preservation Program at Columbia's School of Library Service and former President of AIC; "Matting and Framing Outsize Works of Art on Paper," by Nancy Harris, Senior Paper Conservator, Humanities Research Center, University of Texas; "Photographic, Spectral and Chromatographic Searches into the Nature of Foxing," by C. Eugene Cain, Professor of Chemistry, Millsaps College and Barbara A. Miller, Conservation Scientist, National Gallery of Art; and "Role of the Maillard, or 'Protein-Sugar' Reaction in Highlight Yellowing of Albumen Photographic Prints," by James M. Reilly, Rochester Institute of Technology. More specialized papers were presented by the Book and Paper Group of AIC in their sessions.

The 1982 Congress of the International Institute for Conservation of Historic and Artistic Works (IIC) was held in Washington September 3-9 and was attended by over 700 delegates from around the world. Its theme was "Science and Technology in the Service of Conservation," and papers focused on the collaboration between scientists and conservators. Of particular interest was the paper, "Troubles in Store," by conservation chemist Tim Padfield of the Smithsonian Institution, who remarked that the notion that damage can be caused by storage materials seems not to have penetrated the scientific, museum or archival world. Other papers of interest were "Image Deterioration in Albumen Photographic Prints," by James M. Reilly, and the paper by Jan Lyall of the National Library of Australia, Canberra, on her research into the deterioration of groundwood paper.

Preprints of both meetings are available from the American Institute for Conservation, Klingle Mansion, 3545 Williamsburg Lane, Washington, D.C. 20008. The AIC Preprints are $12, plus $2 postage, and the IIC Preprints are $20 plus $2 postage. The Preprints of the papers delivered at the Book and Paper Group's sessions are available for $10 plus $2 postage from Karen Garlick, Folger Shakespeare Library, 201 East Capitol Street, S.E., Washington, D.C. 20003.

The Annual Meeting of the American Association for State and Local History, held in Hartford September 21-24 featured two programs on preservation. "Conservation as an Integral and Practical Part of Institutional Policy," was chaired by F.A. Ketterson, Jr, National Park Service; speakers were conservators Jan Merrill-Oldham of the University of Connecticut and Judith Fortson-Jones of the Nebraska State Historical Society. They emphasized the importance of conservation as an essential element of program policy and suggested ways to convince directors. The Northeast Document Center presented a program, "Preservation of Local History Collections," which focused on the preservation of historical documents from the point of view of small historical societies with limited financial resources.

Forthcoming: February 10-11: Philadelphia. Third Annual Preservation and Conservation of Library Materials Conference. Registration: $150 prior to Jan. 20, $175 afterward. Contact: Meckler Communications, 520 Riverside Avenue, Westport, CT 06880.
February 12: Philadelphia. ARLIS/NA Pre-Conference Workshop on Conservation. Participants will learn to clean and make simple repairs on documents, to make a simple pamphlet binding, and to encapsulate a document. Registration limited. Contact: Susan G. Swartzburg, Preservation Librarian, Rutgers University Library, New Brunswick, NJ 08901, if you are not a member of ARLIS/NA.

NEWS AND READING

The National Conservation Advisory Council (NCAC) became the National Institute for the Conservation of Cultural Property, Inc. (NIC) on April 23 when the NCAC Council voted the Institute into being. The Council felt that it is important to build upon the momentum generated as a plan for preservation developed and to make use of the NCAC structure to start the new organization. For continuity, NCAC Council members will serve as the initial members of NIC. A transition period of about two years is planned before the implementation of services and programs recommended in the National Institute Proposal (see our last column). Fund raising has already begun. This is an important step forward for preservation and we will continue to report on the activities of the Institute in this column.

The Library Binding Institute (LBI) has moved to new headquarters, P.O. Box 217, Accord, MA 02018, telephone (617) 740-1592, and is now publishing The New Library Scene, which will be issued bi-monthly in a format convenient for a three-ring binder. A subscription is $18 per year. Vol. 1, no. 1, features the New York Botanical Garden Book Conservation Center.

SMART, the New York Library Association's Section on the Management of Information Resources and Technology has recently published a Conservation Survey Manual, with chapters by George M. Cunha, "What an Institution Can Do to Survey Its Conservation Needs;" Howard P. Lowell, "Planning for Library Conservation; a Needs Assessment Manual;" and Robert E. Schnare, Jr., "How to Handle Your Deteriorating Collections from an Administrative Point of View." The manual also includes a bibliography and a list of sources of supplies and information. The manual is available from SMART Publications, 29 Roslyn Drive, R.D. #1, Ballston Lake, NY 12019, for $7.95 postpaid.

The fall 1981 issue of the Journal of the American Institute for Conservation contains two articles of special interest to archivists. "Notes on a Pressurized System for Producing Magnesium Bicarbonate Solutions," (pp. 43-48) by Randall Couch, Conservation Department, Humanities Research Center, University of Texas, discusses a system for producing solutions for the deacidification of paper and offers suggestions for further investigation in the design of new systems. "Monitoring the Fading and Staining of Color Photographic Prints," (pp. 49-64) by Henry Wilhelm describes the visual and physical changes that can occur with common types of color photographs and discusses methods for the long-term monitoring and storing of collections.

The American Institute for Conservation has moved to new and permanent headquarters at the Klinge Mansion, 3545 Williamsburg Lane, N.W., Washington, D.C. 20008, telephone (202) 364-1036. The mansion is listed on the National Register and over seventy conservators have volunteered their time and skills to prepare it for the move in December. Executive Secretary Martha Morales is delighted with the new space and reports that the AIC library will soon have its own quarters within the mansion and it will be open for use by AIC members and other visitors.

Donald K. Sebera, formerly Professor of Conservation Science at the University of Delaware, has been appointed Chemist (Senior Research Scientist) at the Library of Congress, Preservation Research and Testing Office. Sebera has a doctoral degree in chemistry from the University of Chicago and has held a number of teaching and research posts. He conducts research, acts as a scientific liasion between the Preservation Research and Testing Office and the Restoration Office, and assists in establishing joint research projects between these offices.

The Process Books of the Court of Arches, which were inaccessible to scholars for many years due to their storage under deplorable conditions and their extreme fragility, were indexed in 1972 by the British Records Society and microfilmed under a joint venture by the Lambeth Palace Library, the British Library, the National Library of Australia, and the Center for Research Libraries (USA). These documents are a primary source of information about the social, economic, architectural, legal, ecclesiastical, topographical, and genealogical history of England. The set of records, or parts thereof, are now available for purchase from Chadwyck-Healey, Ltd., of Cambridge, England and Teaneck, NJ, a firm that has undertaken a number of microfilming projects of archival material. This is an example of cooperation on an international level between the public and the private sector which has resulted in the preservation and accessibility of important historical records. For more information about the set, contact Chadwyck-Healey, Inc., 623 Martense Ave., Teaneck, NJ 07666.

The Library of Congress, under the direction of the Architect of the Capitol, will have a new fire extinguishing system in the Jefferson and Adams buildings. The plan calls for a wet pipe system using copper pipe and a new type of fire sprinkler head which will turn itself on and off by sensing the heat level in the protected space. The sprinkler action is controlled by a specially designed disc that eliminates the possibility of accidental leakage. The installation of the sprinkler system grows out of a series of recommendations to meet the library's safety objectives which were prepared by Firepro, Inc., and accepted by a committee of officers from the library and the Architect of the Capitol.

The 1982 Index to Kodak Information is now available, free of charge, from the Eastman Kodak Company, Rochester, NY 14625. It contains a number of books, pamphlets and audio-visual aids directly related to the preservation of photographic collections.

Library Resources and Technical Services, 26:3 (July/September 1982) contains a review of the Library literature on preservation for the year 1981 (pp. 223-239), written by Margaret Byrnes, Preservation Officer, University of Michigan. There are 135 references. The

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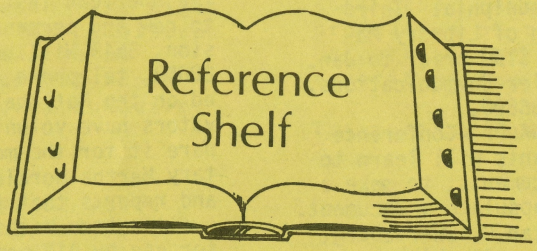


Documentary History of Holocaust Published

"The Holocaust: Selected Documents" has been published by Garland Publishing, Inc. of New York and London. The 18-volume documentary history of the Nazi persecution of the Jews, based entirely on the holdings of the National Archives, includes essential documents from the 1933 to 1945 period. The records included were chosen by Dr. John Mendelsohn, a supervisory archivist at the National Archives, on his own time.

The collection consists predominately of materials generated at the time of the Holocaust, either by its perpetrators or those engaged in rescue attempts, which reflect the major topical areas, such as the Crystal Night Program, propaganda and aryanization, and Jewish emigration. Records in the volumes were selected from the central decimal file of the State Department, the Nuermberg Trials prosecution document collections, the German Foreign Ministry, the Office of Strategic Services, the War Refugee Board records at the Roosevelt Library, and many other agencies. About one-third of the reproduced original documents are in German. Each volume is priced at $47 and can be ordered individually or as a series through Garland Publishing, Inc., 136 Madison Avenue, New York, NY 10016.

University of Washington Libraries, Manual For Accessioning, Arrangement and Description of Manscripts and Archives, second edition, 1982. 98 pages $10.00.

The manual includes how to transfer arrangement controls into an integrated description program. It is based on the principle of provenance and the corollary concept of establishing progressively refined controls, accession by accession.

Guide To Processed Collections in the Manuscript Division of the Moorland-Spingarn Research Center, compiled by Greta S. Wilson. The Guide lists and briefly describes 125 collections which are available for research. It also contains descriptions of the manuscript Division's holdings in music, oral history, and prints and photographs, and includes a subject index and an alphabetical listing of collections. Copies of the Guide may be obtained by sending $3.00 plus $1.00 postage and handling to: Manuscript Division, Moorland-Spingarn Research Center, Howard University, Washington, D.C. 20059.

Vanishing Georgia . University of Georgia Press, Athens, 1982. 19.95

Vanishing Georgia is a book of photographs from the Vanisbing Georgia collection at the Georgia Department of Archives & History. The program was begun in 1975 by the Department of Archives & History as a pilot program with little funding. The program was partially funded by the National Endowment for the Humanities for two years and since that time state funds have been made available for the continuation of the program. As a model, the program and the resulting book are a fine example to all archivists involved in local history programs. The photos exhibit the richness of the collection. The book is divided into sections on the land, the evolution of the town, how people looked, recreational activities, moving into the 20th century and days to be remembered. Each section is accompanied by an introduction and the captions for the photographs are full. For those with some knowledge of the history of Georgia the book will bring that history alive. For the rest of us, the book is a very pleasant introduction.

COPIES OF 1910 CENSUS AT REGIONAL ARCHIVES

The 1910 Census will be available to the public on microfilm by the end of January at the 11 regional branches of the National Archives. The Census, a rich source of information for genealogists, historians, economists and other researchers, was opened to the public at the National Archives in Washington, D.C. on April 15.

Society of Archivists. Records Management Group. Office Automation and Records Management, a report of a working party. RMP 1 1981. Available from Dr. D. Postles, Archives Department, Sheffield City Library Surrey St. Sheffield S1 1XZ England. 1.50 plus postage.

This report on office automation is short and concise offering the reader points on the state and direction of automation and indicating areas of potential problem and conflict. The main areas of automation covered are electronic data processing, word processing, micrographics and telecommunications. There is some discussion of integrated systems and the 'paperless' office, the effect of automation on storage and retrieval, the identification of archives, legal consequences and the impact on records management concepts. The last sections on future developments and action to take now are useful in planning programs and rethinking concepts so as not to be taken by surprise as technology advances.

In January 1982 Robert Warner, Archivist of the United States formed a task force to study the issue of adequacy of documentation of federal agencies' functions, policies and decisions. Robert Mosley, Director of NARS' Records Disposition Division summarized the report. "The goal of an adequacy of documentation program is to create a climate to make possible the best documentation of an institution's policies, decisions, and activities....to promote creation of full and complete records." The question of adequacy is important today because of the increasing use of computers, microfilming and other advances in record keeping technologies. Mosley cautioned however that "records cannot and should not be artificaliy created....our efforts should not lead to records that are produced solely for the eyes of history." Copies of the report are available from Robert Brookhart, Executive Assistant to the Deputy Archivist.

NATIONAL CONFERENCE FOR GENEALOGISTS

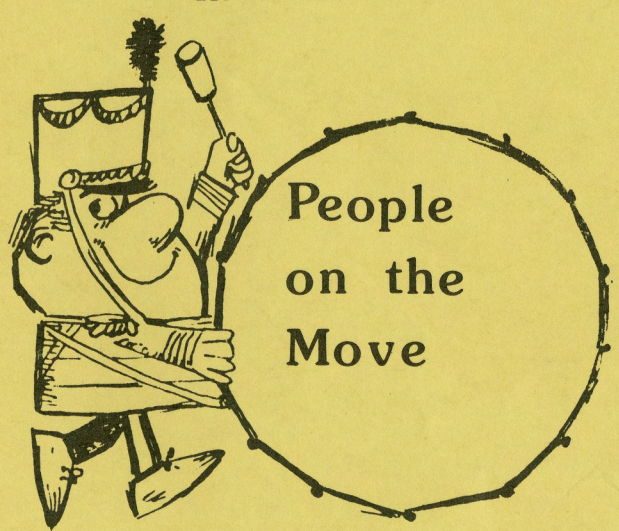
The first national conference for genealogists will be held at the Parkview Hilton, Hartford, Connecticut, July 14-16, 1983. The conference is sponsored by the Association of Professional Genealogists, the Connecticut Society of Genealogists, and the Federation of Genealogical Societies. For further information contact:

Hartford '83
P.O. Box 758
Glastongury, CT 06033

OHMAR WORKSHOP

The Oral History Association of the Mid-Atlantic Region will hold a two day workshop at the American College, Bryn Mawr, Pennsylvania, April 15-16, 1983. The workshop will feature sessions on interviewing, launching a project, processing interviews, and panel discussions of various oral history projects. For further information contact:

Ms Marjorie Fletcher
The American College
Bryn Mawr, Penn. 19010
215-896-4506



George Washington University, The Smithsonian Institution and the Virginia Association of Museums announce seminars in Conservation Awareness, Paper Conservation, Museum Security, Museum Fumigation and Developing, Managing and Maintaining Collections. For further information contact Nancy Bellotte, Education Specialist, 804-838-8444.

CYANOTYPE PHOTOGRAPHS

At the University of Maryland, College Park, we have a large photograph collection which has grown mainly from photographs from our collections of personal and organizational papers. We have a sizeable number of cyanotype photographs which are blue prints on a soft paper. These prints were fairly common from the 1890's until about 1915. They do not have negatives. I had always understood that these photographs could not be copied and so until recently we simply stored them and made them available as requested. Recently our University Printing department acquired a new camera and in discussing photographs in general, they thought that the cyanotypes could be copied. We sent them some samples to experiment with and while they didn't come out very well, they were good enough to be encouraging. We took some other to Colorfax, a processor we have used fairly regularly for copying photos. They made copy negatives and prints for us in black and white. The results were quite surprising. On one of the photos, the copy negative was able to pick up an area of the picture that was "lost" on the original. In general, the better cyanotypes produced better new prints. In most of the new prints there was variation in light/dark contrast. Some of the new prints showed a blurriness which was not apparent in the original print as there was enough discoloration to make it unnoticeable. All in all we were surprised at the quality of the new prints and pleased that we would be able to make them more readily available to users.

BARBARA HEARN attended the founding meeting of the Delaware chapter of the Association of Records Managers and Administrators.

JOHN SWEENEY presented two lectures last spring aboard the QE II!

VICKI AND TIM WALCH are the proud parents of THOMAS E. WALCH, nine pounds thirteen ounces! Twenty-three inches!! Congratulations and best wishes.

MARY BOCCACCIO has moved to Stony Brook and is working with Everet Volkersz. Her new address is 9 Jute Road, Rocky Point, N.Y. 11778, telephone 516-246-3615. Mary has resigned her seat as Maryland State Rep. on the SC. Mary reports that she attended an archivist's convention last year in Brazil, where she spoke to several hundred persons (in English, of course). Mary reports seeing Frank Evans (Founding MARAC member) and got his latest address for everyone. Frank can be reached at:

Frank Evans
15 Rue de l'Yvette
75016 Paris, France

issue also includes the review essay, "Micrographics, Reprography, and Graphic Communications in 1981," by William Saffady and Rhoda Garoogian (pp. 294-305), which reports on the state of the art, with bibliography.

The September 1982 issue of Scientific American (247:3) is devoted to the topic, "The Mechanization of Work." Of particular interest to those who are responsible for the documentation of our cultural history, the archivist, is the article, "The Mechanization of Office Work," by Vincent E. Giuliano (pp. 148-164). How are we to preserve for our successors the documentation, or output, of the new office configuration? The Giuliano essay is provocative indeed.

SUPPLIES

Conservation Resources International, Inc., 1111 North Royal Street, Alexandria, VA 22314, has introduced a line of storage materials for photographic materials. Boxes and envelopes are made of a paper specifically developed for the archival storage of silver image photographs.

Papermaker Timothy D. Barrett, 5947 North 25th Street, Kalamazoo, MI 49004, offers Japanese and other conservation papers for sale.

PRG, 5619 Southampton Drive, Springfield, VA 22151, is issuing a "New Products Bulletin," (no. 1, summer 1982) to introduce new tools, instruments, and books in preservation.

The editors would like to thank Barbara Irwin, Librarian, New Jersey Historical Society; Robert Parliament, Conservation Officer, Princeton University Library; Lorraine Perrotta, New York University Institute of Fine Arts; and Abby Shaw, Conservation Center for Art and Historic Artifacts, Philadelphia, for their contributions to this column.

NEW NEWSLETTER

The United Negro College Fund, Inc., has inaugurated the ARCHIVES REPORT, a quarterly newsletter intended to promote an exchange of ideas about the preservation of the records of black higher education. The newsletter is part of an NHPRC funded project. For further information contact:

Department of Archives and History
United Negro College Fund, Inc.
500 E 62nd St.
N.Y., N.Y. 10021
212-644-9672

Laura Grotzinger
MARAC Secretary
55 Sharon Road, D-23
Robbinsville, New Jersey
08691

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